

# Employee Post-Travel Disclosure of Travel Expenses

RECEIVED Stamp:  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

2018 JUN 12 PM 2:08

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): 29 May 2018 to 01 June 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$215 per person round trip in coach on Amtrak train	\$657 per person	\$133.45	N/A
<input checked="" type="checkbox"/> Actual Amount	\$222 per person for passenger van transport to and from meeting sites			

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached itinerary.

6/12/18  
(Date)

Emily Manning  
(Printed name of traveler)

(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/12/18  
(Date)

(Signature of Supervising Senator/Officer)

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.


Name of Traveler: Emily ManningEmploying Office/Committee: Senate Foreign Relations CommitteePrivate Sponsor(s) (list all): Woodrow Wilson International Center for ScholarsTravel date(s): May 29, 2018 - June 1, 2018*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): New York, New York

Explain how this trip is specifically connected to the traveler's official or representational duties:

My duties include providing analysis and support and developing legislative and policy initiatives on Asia-Pacific and oversight policy issues within the jurisdiction of the SFRC. This trip examines our nation's critical infrastructure and its vulnerabilities, the threats to which largely emanate from actors in the region I cover (North Korea, China). It includes meetings with the CG on safeguarding the US EEZ, which encounters many of its most pressing challenges in the Pacific. It engages with counterterrorism apparatuses including TSA and CBP; Central and Southeast Asia are now two of the most high-volume regions for Islamist terror.

Name of accompanying family member (if any): N/ARelationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

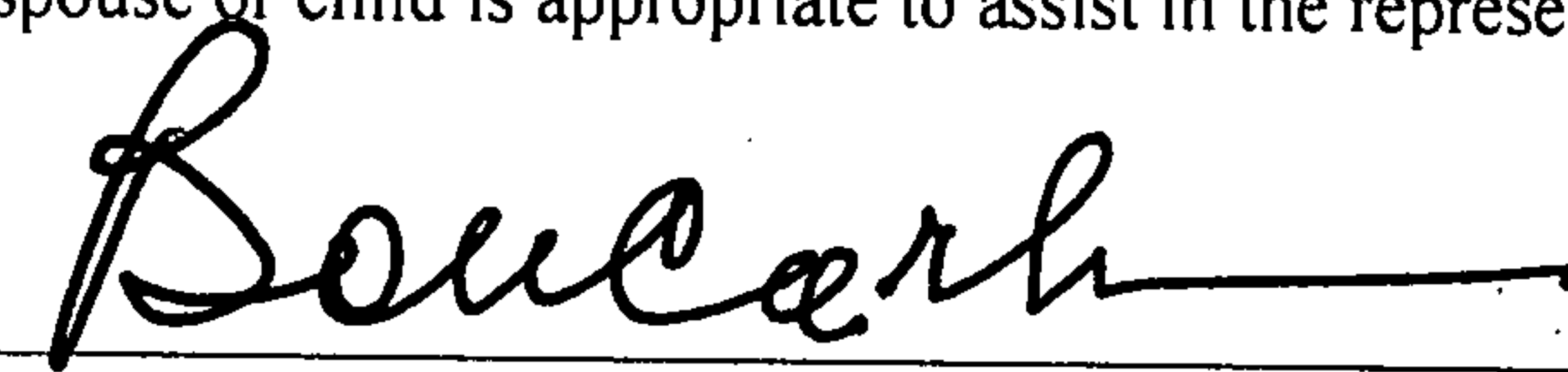
5/16/18  
(Date)  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Bob Corker hereby authorize Emily Manning  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☒

5/16/18  
(Date)  
(Signature of Supervising Senator/Officer)



## Manning, Emily (Foreign Relations)

**From:** Paige Rotunda <Paige.Rotunda@wilsoncenter.org>  
**Sent:** Tuesday, March 13, 2018 12:31 PM  
**Subject:** Staff Delegation to New York City

Dear FPFP Alumni,

For the fourth year in a row we are partnering with the Department of Homeland Security for a Staff Delegation to New York City. The trip will be focused on the state of homeland security, seventeen years after 9/11. Field visits will include visits to critical infrastructure locations, and meetings with those tasked with protecting those resources – the New York Police Department, Transportation Security Administration, US Coast Guard and Customs Border Protection. In previous years we have visited the 9/11 Memorial Museum, New York Stock Exchange, Penn Station, Port of Newark, NYC Harbor and JFK Airport. We are putting together an itinerary that matches these past trips.

The trip will be held from May 29, 2018 to June 1, 2018. If you are interested in attending, please email [congressionalrelations@wilsoncenter.org](mailto:congressionalrelations@wilsoncenter.org) with the name of your office and your position title by Friday March 16. This is usually a very popular trip, so we will alert final attendees next week. We plan to have the itinerary finalized in a few weeks. This trip is funded by the Carnegie Corporation of New York and organized by the Wilson Center. We will have your ethics forms ready to be submitted prior to the 30 day deadline for the Ethics Committees.

Thank you,  
Paige

Paige C. Rotunda  
*Congressional Relations Assistant*  
The Wilson Center  
Office | 202.691.4213



Woodrow Wilson  
International  
Center  
for Scholars

## Wilson Foreign Policy Fellowship Program 2018 Alumni Staff Delegation to NYC

May 29<sup>th</sup> - June 1<sup>st</sup>, 2018

### Wilson Center Contacts:

Aaron Jones: 202-765-4464 (cell)

### DHS Office of Legislative Affairs:

Anthony Acocella: 202-595-4434 (cell)

### TUESDAY, MAY 29TH

#### PARTICIPANTS TRAVEL TO NEW YORK, NY

8:20AM	PARTICIPANTS MEET AT UNION STATION IN THE WEST HALL (NEAR CHIPOTLE, POTBELLY, ETC.)
9:10AM	DEPART DC VIA AMTRAK FROM UNION STATION
12:42PM	ARRIVE NEW YORK PENN STATION
12:42-1:15PM	WALK TO HOTEL
1:15-2:15PM	HOTEL CHECK-IN <ul style="list-style-type: none"><li>HOTEL: STEWART HOTEL ADDRESS: 371 7<sup>TH</sup> AVENUE, NEW YORK, NY 10001 PHONE: 212-629-0210</li></ul>
2:15PM	DEPART HOTEL
2:15-3:00PM	TRAVEL TO 9/11 MEMORIAL
3:00-5:00PM	VISIT TO GROUND ZERO AND 9/11 MEMORIAL WITH JAY WEINKAM, EXECUTIVE VICE PRESIDENT FOCUS: FRAMING THE STAKES OF AMERICAN COUNTERTERRORISM, FROM 9/11 UNTIL 2018, AN OVERVIEW OF HOMELAND SECURITY, THE BIRTH OF A DEPARTMENT, AND INFORMATION SHARING WITH STATE AND LOCAL GOVERNMENT
5:00-6:00PM	RETURN TO HOTEL RECAP AND Q&A ON THE BUS WITH ANTHONY ACOCELLA, ASSOCIATE DIRECTOR, LEGISLATIVE AFFAIRS, DHS
6:00-7:00PM	NO PROGRAMMING
7:00-9:00PM	WORKING DINNER WITH ANTHONY ACOCELLA FOCUS: ARE WE SAFER? DISCUSSION ON THE CURRENT STATE OF SECURITY IN NEW YORK; ARE WE SAFER THAN WE WERE BEFORE 9/11? LOCATION: BIRICCHINO, 260 W 29 ST, NEW YORK CITY

FOR OFFICIAL USE ONLY



**WEDNESDAY, MAY 30TH**

**Focus: 9/11 and Protecting Our Homeland**  
***Business Casual Attire***

8:30AM	<b>DEPART HOTEL – MEET IN LOBBY</b>
8:30 -9:00AM	<b>TRAVEL TO THE NEW YORK STOCK EXCHANGE</b>
9:00-10:00AM	<b>VISIT TO THE NEW YORK STOCK EXCHANGE TO INCLUDE MORNING BELL AND TOUR OF OPERATIONS WITH KEVIN FITZGIBBONS, CHIEF SECURITY OFFICER</b> FOCUS: PUBLIC-PRIVATE PARTNERSHIPS IN PROTECTING CRITICAL INFRASTRUCTURE; FINANCIAL SECTOR AS A VITAL COMPONENT OF OUR NATION’S CRITICAL INFRASTRUCTURE; NEW POTENTIAL RISKS TO THAT SECTOR LOCATION: 2 BROAD STREET, NEW YORK, NEW YORK, 10005
10:00-10:30AM	<b>TRAVEL TO THE LOWER MANHATTAN SECURITY INITIATIVE</b>
10:30AM - 12:30 PM	<b>BRIEFING WITH INTELLIGENCE UNIT, LOWER MANHATTAN SECURITY INITIATIVE, NYPD</b> <i>55 BROADWAY, 28TH FLOOR, NEW YORK, NEW YORK 10006</i> FOCUS: IN THE AFTERMATH OF 9/11, EVERY MAJOR SECURITY, LAW ENFORCEMENT, AND INTELLIGENCE ORGANIZATION INITIATED CHANGES TO ADDRESS THE LOOMING TERRORIST THREAT. NONE MADE MORE PROFOUND CHANGES TO ITS INTELLIGENCE STRUCTURE, OPERATIONS, AND CULTURE THAN THE NEW YORK CITY POLICE DEPARTMENT (NYPD). BRIEFING ON INTELLIGENCE COOPERATION; LAW ENFORCEMENT’S ROLE IN COUNTERTERRORISM: IDEAS, INNOVATION, INTEGRATION, CYBER INTELLIGENCE, DEMOGRAPHICS AND INTELLIGENCE, INVESTIGATIONS <ul style="list-style-type: none"><li>• OVERVIEW BRIEFINGS ON NYPD DOMAIN AWARENESS SYSTEM AND NYPD INTELLIGENCE BUREAU</li><li>• TOUR OF NYPD JOINT OPERATIONS CENTER</li></ul>
12:30-1:00PM	<b>TRAVEL TO LUNCH LOCATION</b>
1:00 -2:30 PM	<b>WORKING LUNCH WITH LT MIKE JOHNSON, USCG</b> FOCUS: THE COAST GUARD PROTECTS AND DEFENDS MORE THAN 100,000 MILES OF U.S. COASTLINE AND INLAND WATERWAYS, AND SAFEGUARDS AN EXCLUSIVE ECONOMIC ZONE (EEZ) ENCOMPASSING 4.5 MILLION SQUARE MILES STRETCHING FROM NORTH OF THE ARCTIC CIRCLE TO SOUTH OF THE EQUATOR, FROM PUERTO RICO TO GUAM, ENCOMPASSING NINE TIME ZONES – THE LARGEST EEZ IN THE WORLD. OUR DISCUSSION WILL PROVIDE AN OVERVIEW OF THE COAST GUARD OPERATIONS REGIONALLY AND NATIONALLY. LOCATION: <i>HARRY’S ITALIAN, 2 GOLD STREET, NEW YORK, NY 10038</i>
2:30-3:00PM	<b>TRAVEL TO PORT IN STATEN ISLAND</b>

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3:00PM-6:00PM

**PORT SECURITY BRIEFING AND TOUR WITH SECTOR NEW YORK LEADERSHIP TEAM, UNITED STATES COAST GUARD (USCG)**

FOCUS: PORT SECURITY, USCG MISSIONS, MARITIME LAW ENFORCEMENT, MARITIME TERRORISM PREVENTION AND SECURITY ENHANCEMENT, SECURING AND MANAGING OUR BORDERS, ENFORCING AND ADMINISTERING IMMIGRATION LAWS, NATIONAL PREPAREDNESS AND RESILIENCE

LOCATION: 212 COAST GUARD DRIVE, STATEN ISLAND, NEW YORK, 10305

- ARRIVE USCG SECTOR NEW YORK (STATEN ISLAND)
  - AREA OF RESPONSIBILITY OVERVIEW AND OPERATIONS BRIEFING
  - SECTOR NEW YORK TOUR
  - COMMAND CENTER TOUR
  - HARBOR FAMILIARIZATION
  - TOUR OF LOWER MANHATTAN BY USCG BOAT

6:00PM-7:00PM

**RETURN TO HOTEL**

RECAP AND Q&A ON THE BUS WITH ANTHONY ACOCCELLA, ASSOCIATE DIRECTOR, LEGISLATIVE AFFAIRS, DHS

**END OF PROGRAMMING - PARTICIPANTS TO ACQUIRE DINNER BY THEIR OWN MEANS**

**THURSDAY, MAY 31ST**

**Focus: Aviation, Port Security, and Law Enforcement**

***Business Casual Attire***

8:00AM

**DEPART HOTEL – MEET IN LOBBY**

8:00-9:00AM

**TRAVEL TO JFK AIRPORT**

9:00 – 10:30AM

**CUSTOMS AND BORDER PROTECTION (CBP) OPERATIONS AT JFK AIRPORT  
BRIEFING WITH CBP CUSTOMS OFFICERS, AGRICULTURAL INSPECTORS**

FOCUS: INTERNATIONAL PASSENGER SCREENING

- OVERVIEW OF PORT OF NEW YORK/NEWARK
- TOUR PRIMARY AND SECONDARY PROCESSING TO INCLUDE:
  - AUTOMATED PASSPORT CONTROL
  - GLOBAL ENTRY (TRUSTED TRAVELER PROGRAM)
  - ENHANCED SECONDARY PROCESSING
  - BAGGAGE SECONDARY PROCESSING
  - AGRICULTURE SCREENING
  - CTR ROVERS
  - PASSENGER ANALYTICAL UNIT TARGETING
  - OVERVIEW OF BioWatch PROGRAM
  - SHARE PLANS AND PROGRESS FOR FUTURE CAPABILITY ENHANCEMENTS, INCLUDING BioWatch NEW YORK CITY OPERATIONS
  - DEMONSTRATION OF A PORTABLE SAMPLING UNIT (PSU) THAT IS DEPLOYED IN THE NYC AREA.



10:30-12:00PM

**TRANSPORTATION SECURITY ADMINISTRATION OPERATIONS AT JFK INTERNATIONAL AIRPORT -BRIEFING WITH BEHAVIORAL DETECTION OFFICERS, K-9 INSPECTION TEAMS, TRANSPORTATION SECURITY OFFICERS**  
*QUEENS, NY 11430*

FOCUS: AIR PASSENGER AND LUGGAGE SECURITY

- OVERVIEW BRIEFING AND Q&A
- CHECKPOINT OPERATIONS
- BAGGAGE SCREENING
- CANINE DEMONSTRATION
- LIQUID/X-RAY SCREENING
- TSA Pre✓®
- KNOWN CREW MEMBER
- BEHAVIORAL DETECTION OFFICERS

12:00-1:00PM

**TRAVEL TO NEWARK PORT**

RECAP AND Q&A ON THE BUS WITH ANTHONY ACOCCELLA, ASSOCIATE DIRECTOR, LEGISLATIVE AFFAIRS, DHS

1:00 - 2:30PM

**WORKING LUNCH WITH REPRESENTATIVE FROM MICHAEL MCCARTHY, DEPUTY SPECIAL AGENT, HOMELAND SECURITY INVESTIGATIONS (HSI)**

FOCUS: ICE AND HOMELAND SECURITY INVESTIGATIONS

LOCATION: 1210 CORBIN STREET, ELIZABETH, NEW JERSEY, 07201

2:30 – 5:00 PM

**VISIT OF PORT OF NEWARK TO TOUR OPERATIONS WITH CUSTOMS OFFICERS AND INSPECTION TEAMS**

LOCATION: 1210 CORBIN STREET, ELIZABETH, NEW JERSEY, 07201

- OVERVIEW OF PORT OF NEW YORK/NEWARK TACTICAL OPERATIONS DIVISION TO INCLUDE:
  - ADVANCED TARGETING UNIT PROCESSES
  - NON-INTRUSIVE INSPECTIONS (NII) OPERATIONS
  - CARGO PROCESSING OPERATIONS
  - PHYSICAL SECURITY AND OPERATIONS REGULATIONS PRESENTATION FOR OIL AND CONTAINER FACILITIES
- VISIT EAST COAST WAREHOUSE FOR DISCUSSION/DEMONSTRATION OF THE FOLLOWING:
  - RADIATION PORTAL MONITOR OVERVIEW AND DEMONSTRATION UTILIZING RADIATION IDENTIFICATION EQUIPMENT
  - NII OPERATIONS USING MOBILE VACIS/HCV EQUIPMENT
  - CONTAINER EXAMINATIONS
  - CONTRABAND SMUGGLING METHODOLOGIES
  - TARGETING, IDENTIFYING, AND DETENTION OF INTELLECTUAL PROPERTY RIGHTS VIOLATIONS
  - AGRICULTURE ENTRY PROCESS, TARGETING SELECTION AND EXAMINATION

5:00-6:30PM

**RETURN TO HOTEL**

RECAP AND Q&A ON THE BUS WITH ANTHONY ACOCCELLA, ASSOCIATE DIRECTOR, LEGISLATIVE AFFAIRS, DHS

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FRIDAY, JUNE 1ST

**Focus: Transportation Security and Counterterrorism**  
***Business Casual Attire***

7:45AM MEET IN HOTEL LOBBY AND WALK TO PENN STATION

8:00-11:30AM CRITICAL INFRASTRUCTURE VISIT AT PENN STATION

LOCATION: 234 WEST 33<sup>RD</sup> STREET, NEW YORK, NEW YORK 10001

- (8-9:30AM) TOUR OPERATIONS AND DISCUSS CHALLENGES OF RAIL SECURITY
  - AMTRAK LEADERSHIP AND POLICE
  - NEW YORK METRO TRANSIT AUTHORITY
- (9:30-10:30AM) BRIEFING AND DEMONSTRATION OF DHS OFFICE OF HEALTH AFFAIRS BIOWATCH PROGRAM
  - OVERVIEW OF BIOWATCH PROGRAM
  - SHARE PLANS AND PROGRESS FOR FUTURE CAPABILITY ENHANCEMENTS, INCLUDING BIOWATCH NEW YORK CITY OPERATIONS
  - DEMONSTRATION OF A PORTABLE SAMPLING UNIT (PSU) THAT IS DEPLOYED IN THE NYC AREA.
- (10:30-11:30AM) BRIEFING AND OUTDOOR DEMONSTRATION OF DHS DOMESTIC NUCLEAR DETECTION OFFICE AND SECURING THE CITIES (STC) PROGRAM
  - INTRODUCE THE OBSERVER TO AN ACTUAL NYPD OPERATIONAL RADIATION DETECTION CHOKE POINT. NYPD DEPLOYS IN THIS CAPACITY TO RANDOM LOCATIONS ON A DAILY BASIS.
  - NYPD WILL POSITION MOBILE DETECTION SYSTEMS AND OTHER EQUIPMENT ON A STREET IN MANHATTAN TO SCREEN VEHICULAR AND PEDESTRIAN TRAFFIC.
  - NYPD WILL DEMONSTRATE THE USE OF THIS EQUIPMENT, EXPLAIN THEIR TACTICS, AND ANSWER QUESTIONS.

11:30AM-12:30PM NO PROGRAMMING- PARTICIPANTS TO ACQUIRE LUNCH BY THEIR OWN MEANS

12:35PM DEPART NYC VIA AMTRAK FROM NEW YORK PENN STATION

4:20PM ARRIVE UNION STATION



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Woodrow Wilson International Center for Scholars
2. Description of the trip: Trip for alumni of the Wilson Center Foreign Policy Fellowship Program, focusing on homeland security since 9/11, critical infrastructure, law enforcement, TSA, CBP, USCG, etc.
3. Dates of travel: Tuesday May 29th to Friday June 1st, 2018
4. Place of travel: New York City, New York
5. Name and title of Senate invitees: See attached list.
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The trip is wholly organized by the Wilson Center. The Carnegie Corporation of New York provides funding to the Foreign Policy Fellowship Program but played no role in selecting participants, choosing the destination or planning the itinerary. The Legislative Affairs team of DHS assisted with the itinerary.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached sheet.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached sheet.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached sheet.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$186 per person round-trip in coach on Amtrak Train	\$219 per night (\$657 total for 3 nights)	\$74 per day (\$259 total for 3 1/2 days)	
<input type="checkbox"/> Actual Amounts	\$262 per person for passenger van for 3 days transportation to and from site visits			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached sheet.

19. Name and location of hotel or other lodging facility:

Stewart Hotel, 371 7th Ave, New York, NY 10001

20. Reason(s) for selecting hotel or other lodging facility:

This hotel was selected because of its proximity to Penn Station and many of our site visits. Further, we had previously used this hotel and thus had existing relations and were given below the government rate.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses are in line with the maximum rates set for official Federal Government Travel by the GSA.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be traveling to NYC in coach by rail. Once in NYC, participants will travel to and from site locations in a passenger van on 5/29, 5/30 & 5/31. The site visits on June 1st are within walking distance.

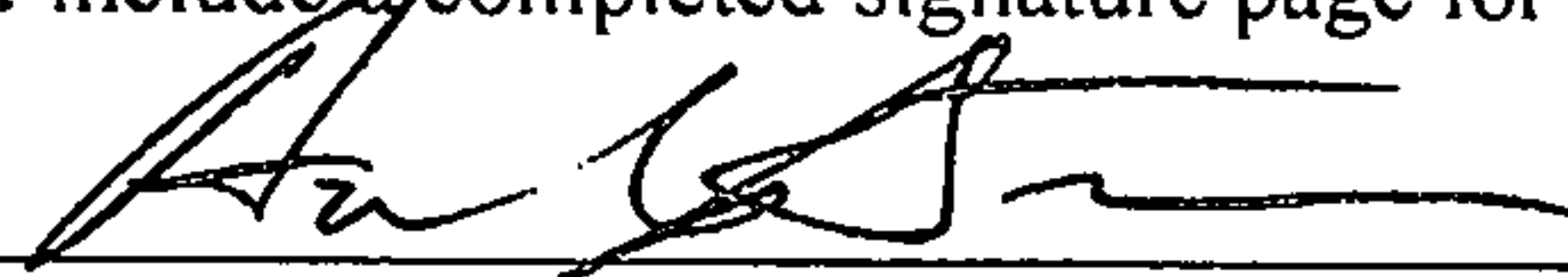
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Aaron Jones, Director of Congressional Relations

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave, NW, Washington, DC 20004

Telephone Number: 202-691-4140

Fax Number:

E-mail Address: aaron.jones@wilsoncenter.org





**List of Invitees Wilson Foreign Policy Fellowship Program Trip to NYC, May/June 2018**

**Senate**

**Name:** Emily Manning

**Title:** Policy Analyst, Senate Foreign Relations Committee

**Name:** Dianne Browning

**Title:** Professional Staff Member, Office of Senator Orrin Hatch

**Name:** Elizabeth McWhorter

**Title:** Senior Professional Staff Member, Homeland Security and Government Affairs Committee

**Name:** Brittany Carmon

**Title:** Executive Assistant/ Special Assistant, Office of Senator Kamala Harris

**Name:** Daniel Stapelkamp

**Title:** Legislative Correspondent, Office of Senator Bob Menendez



**Woodrow Wilson International Center for Scholars  
Foreign Policy Fellowship Program  
Private Sponsor Travel Certification Form – Pre Trip -Additional Responses**

**13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

The Wilson Foreign Policy Fellowship Program aims to educate Congressional staffers on foreign policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the policy challenges and opportunities discussed in the seminars. The focus for this trip is the state of homeland security, sixteen years after 9/11. Field visits will include meetings with critical infrastructure teams, NYPD, TSA, CBP, USCG, inter alia.

The Carnegie Corporation supports the Wilson Foreign Policy Fellowship Program with a grant, one of several Corporation grants aimed at educating Congressional staffers. The Carnegie Corporation shares the Wilson Center's interest in fostering bipartisanship in Congress, as well as in educating lawmakers on critical foreign policy issues.

**14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada focusing on US-Canadian relations, security, trade and natural resources; three staff trips to New York City focusing on homeland security, a staff trip to Colombia to focus on the FARC negotiations, a staff trip to Ireland focusing on international cybersecurity policies; and a staff trip to Europe (Paris, Brussels and Berlin) to focus on the European legislative process, NATO and partner delegations. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

**15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):**

The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at [www.wilsoncenter.org](http://www.wilsoncenter.org).

**18. Reason for selecting the location of the event or trip.**

New York City is home to significant sites and facilities illustrating key challenges in securing the homeland (Ground Zero, airports and ports, and others), and sits at the nexus of major federal, state, and local law enforcement efforts. No other destination has the same density of relevant expertise and homeland security infrastructure.



# United States Senate

## SELECT COMMITTEE ON ETHICS

May 21, 2018

Emily Manning  
Committee on Foreign Relations  
United States Senate  
Washington, DC 20510

Dear Ms. Manning:

This responds to your recent correspondence concerning an invitation you received to travel to the Wilson Center Foreign Policy Fellowship Program alumni trip focusing on homeland security issues, in New York, New York, on May 29-June 1, 2018, sponsored by the Woodrow Wilson International Center for Scholars (WWICS).<sup>1</sup> WWICS certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>2</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. WWICS has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.<sup>3</sup>

Based on information and materials available to the Committee, and consistent with the guidance contained in this letter regarding extending your trip for a personal purpose, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, WWICS is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

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<sup>1</sup> Based on the information you submitted, the Committee understands that, for a personal purpose, you intend to extend your trip in New York, New York for more than three days before the beginning of the officially related events. Because your proposed extension is longer than the sponsored trip itself, you must personally pay the full cost of your outbound transportation to New York, as well as any other additional expenses incurred as a result of extending your trip.

<sup>2</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

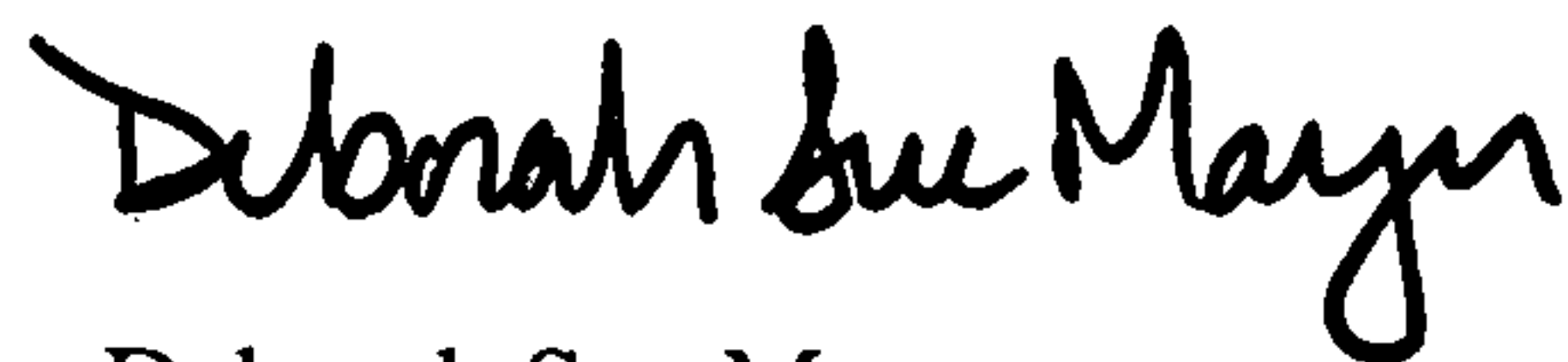
<sup>3</sup> The term "any point throughout your trip" has a specific definition. See *id.* at 2.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**<sup>4</sup>

Finally, Senate Rule 34 requires a reporting individual,<sup>5</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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<sup>4</sup> Trip extensions for any purpose do not extend this deadline.

<sup>5</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.

20180603172





## Wilson Foreign Policy Fellowship Program 2018 Alumni Staff Delegation to NYC

May 29<sup>st</sup> - June 1<sup>nd</sup>, 2018

**TUESDAY, MAY 29TH**

### **PARTICIPANTS TRAVEL TO NEW YORK, NY**

*final*

- |                |   |
|----------------|---|
| 8:30AM         | <b>PARTICIPANTS MEET AT UNION STATION IN THE WEST HALL (NEAR CHIPOTLE, POTBELLY, ETC.)</b>  |
| 9:10AM         | <b>DEPART DC VIA AMTRAK FROM UNION STATION</b>  |
| 12:40PM        | <b>ARRIVE NEW YORK PENN STATION AND WALK TO HOTEL</b>   |
| 12:40 – 1:15PM | <b>TRAVEL TO HOTEL</b>  |
| 1:15-2:15PM    | <b>HOTEL CHECK-IN</b> <ul style="list-style-type: none"><li>• <b>HOTEL: STEWART HOTEL</b><br/><i>ADDRESS: 371 7<sup>TH</sup> AVENUE, NEW YORK, NY 10001</i><br/><i>PHONE: 212-629-0210</i></li></ul>  |
| 2:15PM         | <b>DEPART HOTEL</b>   |
| 2:15-3:00PM    | <b>TRAVEL TO 9/11 MEMORIAL</b>  |
| 3:00-5:00PM    | <b>VISIT TO GROUND ZERO AND 9/11 MEMORIAL WITH JAY WEINKAM, EXECUTIVE VICE PRESIDENT</b><br>FOCUS: FRAMING THE STAKES OF AMERICAN COUNTERTERRORISM, FROM 9/11 UNTIL 2018, AN OVERVIEW OF HOMELAND SECURITY, THE BIRTH OF A DEPARTMENT, AND INFORMATION SHARING WITH STATE AND LOCAL GOVERNMENT  |
| 5:00-6:00PM    | <b>RETURN TO HOTEL</b><br>RECAP AND Q&A ON THE BUS WITH ANTHONY ACOCCELLA, ASSISTANT DIRECTOR, OFFICE OF LEGISLATIVE AFFAIRS, DHS   |
| 6:00-7:00PM    | <b>NO PROGRAMMING</b>   |
| 7:00-9:00PM    | <b>WORKING DINNER WITH JENNIFER PALMIERI, REGIONAL DIRECTOR, OFFICE OF INTELLIGENCE &amp; ANALYSIS, NY/NJ, DHS</b><br>FOCUS: ARE WE SAFER? DISCUSSION ON THE CURRENT STATE OF SECURITY IN NEW YORK CITY BY DHS REGIONAL DIRECTOR; ARE WE SAFER THAN WE WERE BEFORE 9/11?<br>OVERVIEW OF THE CURRENT THREAT LANDSCAPE LOCALLY AND NATIONALLY<br>LOCATION: BIRICCHINO, 260 W 29 ST, NEW YORK CITY |

**WEDNESDAY, MAY 30ST**

**Focus: 9/11 and Protecting Our Homeland**  
***Business Casual Attire***

8:30AM	<b>DEPART HOTEL – MEET IN LOBBY</b>
8:30 -9:00AM	<b>TRAVEL TO THE NEW YORK STOCK EXCHANGE</b>
9:00-10:00AM	<b>VISIT TO THE NEW YORK STOCK EXCHANGE TO INCLUDE MORNING BELL AND TOUR OF OPERATIONS WITH KEVIN FITZGIBBONS, CHIEF SECURITY OFFICER</b> FOCUS: PUBLIC-PRIVATE PARTNERSHIPS IN PROTECTING CRITICAL INFRASTRUCTURE; FINANCIAL SECTOR AS A VITAL COMPONENT OF OUR NATION’S CRITICAL INFRASTRUCTURE; NEW POTENTIAL RISKS TO THAT SECTOR LOCATION: 2 BROAD STREET, NEW YORK, NEW YORK, 10005
10:00-10:30AM	<b>TRAVEL TO THE LOWER MANHATTAN SECURITY INITIATIVE</b>
10:30AM - 12:00 PM	<b>BRIEFING WITH NYPD INTELLIGENCE UNIT, LOWER MANHATTAN SECURITY INITIATIVE, TO INCLUDE DHS REPRESENTATIVES</b> <i>55 BROADWAY, 28TH FLOOR, NEW YORK, NEW YORK 10006</i> FOCUS: IN THE AFTERMATH OF 9/11, EVERY MAJOR SECURITY, LAW ENFORCEMENT, AND INTELLIGENCE ORGANIZATION INITIATED CHANGES TO ADDRESS THE LOOMING TERRORIST THREAT. NONE MADE MORE PROFOUND CHANGES TO ITS INTELLIGENCE STRUCTURE, OPERATIONS, AND CULTURE THAN THE NEW YORK CITY POLICE DEPARTMENT (NYPD). BRIEFING ON INTELLIGENCE COOPERATION; LAW ENFORCEMENT’S ROLE IN COUNTERTERRORISM: IDEAS, INNOVATION, INTEGRATION, CYBER INTELLIGENCE, DEMOGRAPHICS AND INTELLIGENCE, INVESTIGATIONS <ul style="list-style-type: none"><li>• OVERVIEW BRIEFINGS ON NYPD DOMAIN AWARENESS SYSTEM AND NYPD INTELLIGENCE BUREAU</li><li>• TOUR OF NYPD JOINT OPERATIONS CENTER</li></ul>
12:00-12:30PM	<b>TRAVEL TO LUNCH LOCATION</b>
12:30 -2:00 PM	<b>WORKING LUNCH WITH LT MIKE THOMPSON, DEPUTY HOUSE LIAISON, UNITED STATES COAST GUARD (USCG)</b> FOCUS: THE COAST GUARD PROTECTS AND DEFENDS MORE THAN 100,000 MILES OF U.S. COASTLINE AND INLAND WATERWAYS, AND SAFEGUARDS AN EXCLUSIVE ECONOMIC ZONE (EEZ) ENCOMPASSING 4.5 MILLION SQUARE MILES STRETCHING FROM NORTH OF THE ARCTIC CIRCLE TO SOUTH OF THE EQUATOR, FROM PUERTO RICO TO GUAM, ENCOMPASSING NINE TIME ZONES – THE LARGEST EEZ IN THE WORLD. OUR DISCUSSION WILL PROVIDE AN OVERVIEW OF THE COAST GUARD OPERATIONS REGIONALLY AND NATIONALLY. LOCATION: <i>HARRY’S ITALIAN, 2 GOLD STREET, NEW YORK, NY 10038</i>
2:00-2:30PM	<b>TRAVEL TO USCG SECTOR NEW YORK</b>
2:30-5:30PM	<b>PORT SECURITY BRIEFING AND TOUR WITH SECTOR NEW YORK LEADERSHIP TEAM, USCG SECTOR NEW YORK</b>

FOR OFFICIAL USE ONLY



FOCUS: PORT SECURITY, USCG MISSIONS, MARITIME LAW ENFORCEMENT, MARITIME TERRORISM PREVENTION AND SECURITY ENHANCEMENT, SECURING AND MANAGING OUR BORDERS, ENFORCING AND ADMINISTERING IMMIGRATION LAWS, NATIONAL PREPAREDNESS AND RESILIENCE

LOCATION: 212 COAST GUARD DRIVE, STATEN ISLAND, NEW YORK, 10305

- ARRIVE USCG SECTOR NEW YORK (STATEN ISLAND)
  - AREA OF RESPONSIBILITY OVERVIEW AND OPERATIONS BRIEFING
  - SECTOR NEW YORK TOUR
  - COMMAND CENTER TOUR
  - HARBOR FAMILIARIZATION
  - UNDERSTANDING OFFSHORE CHALLENGES OF LOWER MANHATTAN BY BOAT

5:30-6:30PM

**RETURN TO HOTEL**

RECAP AND Q&A ON THE BUS WITH ANTHONY ACOCCELLA, OFFICE OF LEGISLATIVE AFFAIRS, DHS

**END OF PROGRAMMING - PARTICIPANTS TO ACQUIRE DINNER BY THEIR OWN MEANS**

**THURSDAY, MAY 31ST**

**Focus: Aviation, Port Security, and Law Enforcement**  
***Business Casual Attire***

**NOTE:** We were supposed to meet with Customs Border Protection at Newark Port on Thursday morning, but the port had an incident the day prior and cancelled all visits. Instead, we were briefed by the Secret Service on Thursday morning.

8:00AM

**DEPART HOTEL – MEET IN LOBBY**

8:00 - 9:00AM

**TRAVEL TO UNITED STATES SECRET SERVICE FIELD OFFICE**

9:00 – 11:00AM

**DISCUSSION WITH SECRET SERVICE**

FOCUS: SECURING NEW YORK CITY DURING NATIONAL SECURITY SPECIAL EVENTS, PRESIDENTIAL ARRIVALS AND UNITED NATIONS GENERAL ASSEMBLY  
LOCATION: 335 ADAMS ST, BROOKLYN NY 11201

11:00 - 12:30PM

**BRIEFING WITH REPRESENTATIVE MICHAEL MCCARTHY, DEPUTY SPECIAL AGENT, HOMELAND SECURITY INVESTIGATIONS (HSI)**

FOCUS: ICE AND HOMELAND SECURITY INVESTIGATIONS  
LOCATION: 335 ADAMS ST, BROOKLYN NY 11201

12:30 -1:15PM

**LUNCH**

LOCATION: PARK PLAZA DINER; 220 CADMAN PLAZA W BROOKLYN, NY 11201

1:15 – 2:15PM

**TRAVEL TO JFK**

RECAP AND Q&A ON THE BUS WITH ANTHONY ACOCCELLA, ASSOCIATE DIRECTOR, LEGISLATIVE AFFAIRS, DHS  
JFK INTERNATIONAL AIRPORT

FOR OFFICIAL USE ONLY

ANDREW RENNA, CHIEF OF STAFF, M (347) 242-4434

2:15PM – 3:30PM

**INTERNATIONAL MAIL FACILITY (IMF)**

- OBSERVATION OF CBP ENFORCEMENT AND INTERDICTION PROCESSES TO INCLUDE EFFORTS TO COMBAT THE SMUGGLING OF OPIOIDS AND OTHER SYNTHETIC NARCOTICS THROUGH INTERNATIONAL MAIL.
- NARCOTICS AND AGRICULTURE K9 DETECTION DEMONSTRATIONS.
- TOUR OF CBP DETENTION ROOM AND DISCUSSION OF OVERALL THREATS CONFRONTED IN MAIL ENVIRONMENT.

3:30PM – 3:45PM

**TRAVEL TO TERMINAL FOUR**

3:45PM – 4:30PM

**TERMINAL FOUR / PASSENGER OPERATIONS**

- WALK-THROUGH BRIEFING TO INCLUDE:
  - PASSPORT CONTROL PRIMARY
  - PASSPORT CONTROL SECONDARY
  - GLOBAL ENTRY
  - MODIFIED EGRESS
  - AUTOMATED PASSPORT CONTROL
  - MOBILE PASSPORT CONTROL
  - 1:1 FACIAL COMPARISON
  - AGRICULTURE OPERATIONS.

4:30PM – 5:00PM

**TERMINAL FOUR / TACTICAL OPERATIONS**

- WALKING TOUR/BRIEFING OF THE PASSENGER ANALYTICAL UNIT TO INCLUDE:
  - IMMIGRATION AND TERRORISM TARGETING GROUPS
  - REGIONAL CARRIER LIAISON GROUP.

5:00PM

**CONCLUDE CBP PORTION**

5:00 - 6:15PM

**TRANSPORTATION SECURITY ADMINISTRATION OPERATIONS AT JFK INTERNATIONAL AIRPORT -BRIEFING WITH BEHAVIORAL DETECTION OFFICERS, K-9 INSPECTION TEAMS, TRANSPORTATION SECURITY OFFICERS**

*QUEENS, NY 11430*

FOCUS: AIR PASSENGER AND LUGGAGE SECURITY

- OVERVIEW BRIEFING AND Q&A
- CHECKPOINT OPERATIONS
- BAGGAGE SCREENING
- CANINE DEMONSTRATION
- LIQUID/X-RAY SCREENING
- TSA Pre✓®
- KNOWN CREW MEMBER
- BEHAVIORAL DETECTION OFFICERS

6:15 – 7:30PM

**RETURN TO HOTEL**

RECAP AND Q&A ON THE BUS WITH ANTHONY ACOCCELLA, ASSOCIATE DIRECTOR, LEGISLATIVE AFFAIRS, DHS

**END OF PROGRAMMING - PARTICIPANTS TO ACQUIRE DINNER BY THEIR OWN MEANS**  
**FOR OFFICIAL USE ONLY**



**FRIDAY, JUNE 1ST**

**Focus: Transportation Security and Counterterrorism**  
***Business Casual Attire***

- 8:00AM **MEET IN HOTEL LOBBY WITH LUGGAGE AND WALK TO PENN STATION**
- 8:30-11:30AM **CRITICAL INFRASTRUCTURE VISIT AT PENN STATION**  
LOCATION: 234 WEST 33<sup>RD</sup> STREET, NEW YORK, NEW YORK 10001
- (8:30-10:00AM) TOUR OPERATIONS AND DISCUSS CHALLENGES OF RAIL SECURITY
    - AMTRAK LEADERSHIP AND POLICE
    - NEW YORK METRO TRANSIT AUTHORITY
    - DHS LAW ENFORCEMENT
  - (10:15-11:30AM) BRIEFING AND OUTDOOR DEMONSTRATION OF DHS COUNTERING WEAPONS OF MASS DESTRUCTION/DOMESTIC NUCLEAR DETECTION OFFICE AND SECURING THE CITIES (STC) PROGRAM
    - INTRODUCE THE OBSERVER TO AN ACTUAL NYPD OPERATIONAL RADIATION DETECTION CHOKER POINT. NYPD DEPLOYS IN THIS CAPACITY TO RANDOM LOCATIONS ON A DAILY BASIS.
    - NYPD WILL POSITION MOBILE DETECTION SYSTEMS AND OTHER EQUIPMENT ON A STREET IN MANHATTAN TO SCREEN VEHICULAR AND PEDESTRIAN TRAFFIC.
    - NYPD WILL DEMONSTRATE THE USE OF THIS EQUIPMENT, EXPLAIN THEIR TACTICS, AND ANSWER QUESTIONS.
- 11:30AM-12:30PM **NO PROGRAMMING- PARTICIPANTS TO ACQUIRE LUNCH BY THEIR OWN MEANS**
- 12:35PM **DEPART NYC VIA AMTRAK FROM NEW YORK PENN STATION**
- 4:20PM **ARRIVE UNION STATION**



**List of Attendees Wilson Foreign Policy Fellowship Program Trip to NYC, May/June 2018**

**Attachment Answering Question #5**

**Senate**

**Name:** Emily Manning

**Title:** Policy Analyst, Senate Foreign Relations Committee

**Name:** Elizabeth McWhorter

**Title:** Senior Professional Staff Member, Homeland Security and Government Affairs Committee

**Name:** Brittany Carmon

**Title:** Executive Assistant/ Special Assistant, Office of Senator Kamala Harris

**Name:** Daniel Stapelkamp

**Title:** Legislative Correspondent, Office of Senator Bob Menendez

2018



## Manning, Emily (Foreign Relations)

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**From:** Manning, Emily (Foreign Relations)  
**Sent:** Tuesday, May 22, 2018 9:34 AM  
**To:** Selesnick, Kelly (Ethics)  
**Subject:** FW: NYC transportation

Forgot to send this your way: I will be paying for my own transportation to and from New York for this WWICS-sponsored trip. Thank you!

---

Emily L. Manning  
Senate Foreign Relations Committee

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**From:** Manning, Emily (Foreign Relations)  
**Sent:** Wednesday, May 16, 2018 2:45 PM  
**To:** 'Paige Rotunda' <Paige.Rotunda@wilsoncenter.org>  
**Subject:** RE: NYC transportation

Nope, no ticket at all!

---

Emily L. Manning  
Senate Foreign Relations Committee

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**From:** Paige Rotunda <Paige.Rotunda@wilsoncenter.org>  
**Sent:** Wednesday, May 16, 2018 2:43 PM  
**To:** Manning, Emily (Foreign Relations) <Emily\_Manning@foreign.senate.gov>  
**Subject:** RE: NYC transportation

Hi Emily,

That works! So just to be clear, you wouldn't need an Amtrak ticket for either way?

I can cancel your ticket now. Thanks so much for letting us know!

Best,  
Paige

Paige C. Rotunda  
*Congressional Relations Assistant*  
The Woodrow Wilson Center  
Office | 202.691.4213

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## **Manning, Emily (Foreign Relations)**

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**From:** Manning, Emily (Foreign Relations)  
**Sent:** Wednesday, May 9, 2018 11:44 AM  
**To:** Selesnick, Kelly (Ethics)  
**Subject:** RE: Private Sponsor Travel to New York on May 29-June 1

Of course! For 1, can I revise the original form or do I need to create a new one?

For 2: I am writing to formally request an extension of my trip at my personal expense. I have received approval from my supervisor to extend my trip and will personally cover lodging, meals, and the difference in train fare associated with my trip extension. I plan to arrive at 8:41 PM on 5/25 and join the group upon their arrival on the morning of 5/29.

---

Emily L. Manning  
Senate Foreign Relations Committee

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**From:** Selesnick, Kelly (Ethics)  
**Sent:** Wednesday, May 9, 2018 11:37 AM  
**To:** Manning, Emily (Foreign Relations) <Emily\_Manning@foreign.senate.gov>  
**Subject:** Private Sponsor Travel to New York on May 29-June 1

Hi Emily,

I am the counsel with the Senate Ethics Committee who is reviewing the invitation you received to travel to New York, New York, on May 29-June 1, 2018, sponsored by the Woodrow Wilson International Center for Scholars.

1. Can you please revise and re-submit your Form RE-1 when time permits (attached)? Please add a few more sentences about the overlap between your Senate portfolio and the subject matter of the trip activities. You need to include both (1) a description of your official duties and (2) a description of how the trip relates to your official duties. Please also revise "NYC" to read: "New York, New York."
2. Can you please send me a brief email formally requesting to extend your trip at your own personal expense? Please indicate the dates of your personal travel (including arrival/departure time for personal trip). Please also confirm that you received approval from your supervisor to extend your trip and that you will personally cover the expenses associated with your trip extension (including lodging and meals during extension, and any difference in cost between your train fare and the train fare of those staffers who are not extending their trip).

Thank you,  
Kelly

Kelly A. Selesnick  
*Counsel*  
Select Committee on Ethics  
United States Senate  
220 Hart Building  
Washington, DC 20510  
(202) 224-2981 (phone)  
(202) 224-7416 (fax)





Emily Manning &lt;[redacted]&gt;

**From megabus.com: Your reservations have been made**

1 message

**support@megabus.com** <support@megabus.com>

Wed, May 16, 2018 at 2:27 PM

Reply-To: inquiries@megabus.com

To: emanning@[redacted]

**megabus.com**  
megabusplus.com megatrains.com

THIS IS AN AUTOMATED EMAIL, PLEASE DO NOT REPLY DIRECTLY TO THIS.

WE CAN BE CONTACTED FROM THE CONTACT US SECTION OF OUR WEBSITE

Valued **megabus.com** Customer,

Thank you for making a reservation with **megabus.com**. This email confirms your reservation. The reservation number provided below must be presented to our driver when you board the vehicle.

Note: All prices are shown in US dollars. All times shown are local time in that city.

**Reservation summary for order** [redacted]**Reservation number** [redacted]**Date:** May 25, 2018**From:** Washington, DC, Union Station. (3:00 PM)**To:** New York, NY, 7th Ave and 27th St (7:15 PM)**Seat(s):** 3**Passengers:** 1**Price:** \$41.99 (inclusive of reserved seat price: \$7.00)**Cost and Payment Summary****Ticket Price:** \$41.99**Facilities Fee(s):** \$ 0.75**Booking Fee:** \$ 2.50**Total Paid:** \$45.24**Worldpay's merchant reference** [redacted]

my alternate travel

for pre-trip extension  
(paid personally)

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[Click here for more information.](#)

### Seating

Seating aboard vehicles operated in interstate or foreign commerce is without regard to race, color, creed, or national origin.

### Reservation Confirmation

You must have your reservation number to board our vehicle, so please take it with you. This reservation number entitles you to a seat on the trip you selected. Reservations for trips originating or finishing in Canada are sold in conjunction with Trentway-Wagar.

### Luggage Policy

6/12/2018, 6:12 PM